

## **Permanent Sign Permit Application**

Except for those signs which may be erected without obtaining a permit, every person desiring to erect a sign in the City of Brookhaven shall first obtain a sign permit and all other permits required for the desired structure in accordance with City ordinances. Please review this checklist, complete the Permanent Sign Application form attached, and deliver them with all required supplemental documents to the City of Brookhaven Community Development Department, located at 200 Ashford Center North, Suite 150, Dunwoody, GA 30338.

- ☐ Completed application with all applicable information.
- ☐ Consent of the owner, or the owner's agent, granting permission for the placement or maintenance of the sign. Attach a separate sheet as necessary.
- ☐ Name, address, phone number, a copy of occupational tax certificate, and a certificate of liability insurance for the sign contractor responsible for the installation and/or maintenance of the sign.
- ☐ A full-color, scaled rendering of the proposed signage, including the type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, how the sign is to be illuminated (if at all) and an explanation of how the sign is to be mounted or erected.
- ☐ Wall sign applications will indicate the width in linear feet of the wall or canopy on which the sign will be mounted, and the height above grade at which the sign will be mounted.
- ☐ Application for ground signs shall include a separate site plan drawn to scale, including a closed boundary survey of the property, gross acreage, the proposed location of subject sign, location of all ground signs on the property, entrance driveways from public streets, street rights-of-way, public or private easements, building locations, gross area of buildings and floor area occupied by subject owner or tenants.
- ☐ Applications for signs requiring the installation of new electrical conductors and/or conduits shall secure the requisite electrical permits as required by the City Building Official.
- ☐ Applications for new ground signs shall secure the requisite building permits for footer installation and inspection as required by the City Building Official.
- ☐ The payment in full of the applicable application fee(s).

Note: All Sign Permit Applications are not considered "received" by the department until the Community Development Director deems the application to be complete and accurate. Failure to submit this document in full and signed will result in an immediate denial of your application.

**All applications will be processed and made available to the applicant within fifteen (15) business days from the date of submission.**

# City of Brookhaven


200 Ashford Center North, Suite 150  
Dunwoody, GA 30338  
(404) 637-0500 Fax (404) 637-0501  
www.brookhavenga.gov

## Permanent Sign Permit Application

<b>Subject Property</b>	Address:		
<b>Applicant</b>	Parcel ID:	Lot Size:	<input type="checkbox"/> s.f. <input type="checkbox"/> acre
	Name:		
<b>Property Owner</b>	Address:		
	Phone:	Fax:	Email:
	Owner's Name:		
	Owner's Address:		
<b>Sign Description</b>	Sign Information		
	Sign Type:	Shape of Sign:	
	Height of Sign:	Lighting Type:	
	Color & Material:	Dimensions/Area:	
	Floor Area of tenant space (wall sign):	Width of Wall/Tenant Space (wall sign):	
	Floor Area of building (ground sign):	Set Back From Right of Way (ground sign):	
	Content of Sign:		
<b>Sign Contractor</b>	Company Name:		Occupational Tax Certificate #:
	Contact Name:		
	Address:		
	Phone:	Fax:	Email:
<b>Signatures</b>	<i>I hereby certify that all information provided herein is true and correct and I acknowledge compliance with all requirements of the City of Brookhaven Zoning and Sign Ordinance. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold the city harmless from all damages, demands or expenses of every character which may in any manner be caused by the sign or sign structure.</i>		
	Applicant's Name:		
	Applicant's Signature:		Date:
	Property Owner's Name:		
	Property Owner's Signature:		Date:
<b>Staff</b>	Staff Only		
	Received by:	Decision:	Date:
	Permit #:	Zoning Case #:	Date:

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 Fee Received by:	Receipt #:	Total Fee:	Date:
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## Affidavit Of Existing Aggregate Sign Area

This document shall be executed and signed by the owner of the property or his/her agent. If completed and executed by the owner's agent, documentation shall be submitted by the applicant showing the owner's authorization to act as applicant (either in a separate letter or by the signature on the first page of the application).

Address of Property: \_\_\_\_\_

NOTE: Total only the area(s) of those sign(s) visible from exterior space(s). Include all ground, wall, and canopy sign area. For buildings with direct exterior access to a tenant space, include dimensions for signs that only relate to that space. For buildings which provide access via vestibules or other common areas, please provide calculations for the entire building. Area of all types of signs shall be measured as specified by the City of Brookhaven Sign Ordinance.

Ground Signs: \_\_\_\_\_ Sq. Ft.

Wall Signs: \_\_\_\_\_ Sq. Ft.

Canopy Signs: \_\_\_\_\_ Sq. Ft.

TOTAL AGGREGATE AREA OF ALL EXISTING SIGNS AS OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_ Sq. Ft.

Date: \_\_\_\_\_, 20\_\_\_\_\_

I, \_\_\_\_\_, do solemnly swear that the information on this document is true and accurate, and that no false or misleading information or statement is submitted herein to obtain a sign permit. I understand that if I provide false or misleading information or statements in this document I may be subject to criminal prosecution and/or immediate revocation of any sign permit issued as a result of this document. I understand that I must comply with the City of Brookhaven ordinances and regulations.

Signed: \_\_\_\_\_

Owner/Agent

Print Name: \_\_\_\_\_